



Job Description

Role Title: Camp Director
Reports To: Alberta-BC Field Director and Ministry Point Board
Positions Supervised: All personnel and volunteers at Hope Bay Bible Camp

Hope Bay Bible Camp is on eight acres of ocean-access property on Pender Island, BC. As one of the Southern Gulf Islands, Pender's diverse population of 2,500 includes a strong artistic community and a partiality to eco-sensitivity and alternative lifestyles. Our vision is to instill value in all those we serve with intentional, Christ-centered relationships, through the adventure and creativity of the coastal experience. Our core ministry endeavours are through year-round community engagement and summer camp programs which serve about 200 campers from Pender, Victoria, and Downtown Eastside Vancouver.

Overview of Role

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Ministry Resource Centre and the Ministry Point Board, the Director of Hope Bay Bible Camp, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, and is responsible for all aspects of the camp. Directors will devote their full time and effort, energies and abilities, as reasonably required, for the proper and diligent fulfilling of their responsibilities with One Hope Canada. The Camp Director leads and oversees the camp in a manner that provides the finest possible platform for the proclamation of the Gospel, the ongoing stability of the camp, and the safety of all persons on the property to the highest standard possible. S/He leads the personnel team and volunteers as they minister to children, youth, and adults in a manner that glorifies Jesus Christ.

Primary Objectives

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church
- To accomplish the primary objective through camping ministry, by effectively leading a team to manage programs, sites, administration, and all other activities related to Hope Bay Bible Camp.

Key Responsibilities

- Leadership & Supervision
 - Implement the vision and mission of both One Hope Canada and HBBC, ensuring the effectiveness and efficiency of serving all campers and guests.
 - Adhere to the core values and organization policies of One Hope Canada.
 - Develop long-range and annual plans with measurable objectives.
 - Work with personnel to plan, develop, manage and coordinate summer and year-round programs, providing training and ensuring safety and child protection.
 - Facilitate a unified team which clearly understands its mission and purpose.
 - Foster and evaluate the spiritual growth of all personnel through timely group and individual teaching and discussion.
 - Assist year-round personnel to develop and achieve personal support raising goals.
 - Hire, train and directly oversee all year-round personnel, including Program Director, Food Services Manager, Facility Manager, Office Administrator. Release personnel (when necessary) in consultation with the camp Board.
 - Recruit and oversee all summer team members (direct hiring and supervision may be delegated to applicable senior roles).
 - Monitor and ensure all safety and risk management procedures are in place and followed.
 - Empower personnel to effectively accomplish their position description. Encourage and evaluate regularly, including ongoing performance reviews.
 - Resolve disputes via proactive initiatives, trouble-shooting, and mediation.
- Development & Engagement
 - Develop and maintain all necessary publicity and advertising, including printed materials, media presentations, website, and social media.
 - Maintain an effective communication network with constituency (churches, volunteers, campers, and supporters), using up-to-date communication methods implemented on a timely basis (eg. donor database, electronic newsletters, etc.)
 - Nurture and grow a robust group that prayerfully and financially supports the camp.
 - Lead current fundraising strategies while actively seeking out new fundraising opportunities including creative campaigns, events, and partnerships.
 - Develop and maintain positive public relations through passionate vision casting, communication, and promotion to all parties (general public, volunteers, campers, partners, guests, and the local church).
 - Work under the authority of the Field Director and the Camp Board, maintaining positive, frequent, and effective communications, including regular reports.

- Prepare for and attend all board meetings.
- Seek out and foster positive community and organization relationships through speaking engagements and volunteering at churches, non-profits, schools, etc.
- Assist with other roles as needed, including seasonal programs and work projects.
- Provide hospitality and oversight to user groups, ensuring terms and evaluating each completed contract.
- Develop a team of personal prayer and financial support.
- Administration
 - Develop, manage, and review the board-approved operating budget, ensuring fiscal management and controls are in place and followed.
 - Ensure adequate cash flow to sustain programs and ministry.
 - Maintain all required records and reports in a secure location and ensure all required reporting is completed on time.
 - Ensure the confidentiality of private information of missionaries, volunteers, summer missionaries, campers, etc. as per the One Hope Canada Privacy Policy.
 - Ensure proper negotiation and authorization on all contracts.

Job Requirements

- Follower of Christ
- Passion for the Gospel
- Raise personal missionary support

Core Competencies

- Time Management including Planning and Organizing
- Team Building and Leadership Skills including Conflict Management
- Finance Management including Basic Accounting
- Written and Verbal Communication including public speaking
- Computer Skills and Familiarity with Google Suite
- Interpersonal Skills including Networking and Fundraising
- Demonstrated Spiritual Maturity
- Self-Motivation, Good Judgement, & Flexibility

Education and Experience

- Post-secondary degree or equivalent experience
- Personnel management and proven supervisory skills
- Experience with camping ministry and Not-For-Profits are definite assets
- Education in a related field and/or biblical training is an asset

Physical Demands

Must be able to:

- Move around the camp property
- Work long hours in an active camp program
- Stand or sit for extended periods of time
- Assist with maintenance and other tangible issues